



Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

POSITION: Fiscal Analyst 2
LOCATION: Tumwater, Washington
OPENS: August 11, 2006
CLOSES: Open until filled*
RECRUITMENT #: 2006-08#0092FA2

*** Your prompt response is encouraged as initial review of application materials will begin August 21, 2006.**

This journey-level position is responsible for coordinating all cash flow activity for the Department of Retirement Systems, including receiving, reconciling, depositing and posting payments totaling approximately \$120 million per month received from over 1,200 public employers. Monitors cash flow activity to ensure adequate cash balances for the retirement trust funds. Maintains daily cash flow spreadsheets to compare with daily fund balances from the Office of the State Treasurer.

Coordinates and communicates daily cash flow activity with the Office of State Treasurer and the State Investment Board to ensure timely deposit/transfer of funds for investment or disbursement purposes. Analyzes and projects monthly cash requirements for the trust funds utilizing historical activity and any known events. Coordinates with the Office of the State Treasurer to ensure adequate balances are available.

Performs general ledger reconciliations. Reviews AFRS in-process reconciliation reports by researching unbalanced items and making necessary corrections or recommendations to balance the affected general ledger.

Please Note: Due to the level of security held by this position, a background check will be conducted on the preferred candidate prior to appointment.

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Desirable Qualifications

The desired candidate for this position will possess:

- One year of general accounting experience OR a two-year degree in accounting from an accredited educational institution;
- Proficiency in using a 10-key calculator;
- Proficiency in Excel; and
- Demonstrated proficiency in the following competency areas:

Fiscal Accountability

Responsibly and accurately handles the public's money when processing financial transactions and/or committing fiscal resources. Effectively safeguards fiscal resources and consistently adheres to all internal control procedures.

Analysis

Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.

Managing Workloads

Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough and on time.

Written and Verbal Communications

Effectively expresses ideas and information in writing and through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Using Personal Computers

Access and move between multiple databases to search for or enter/update information. This includes the ability to effectively utilize Microsoft Office applications and Internet applications.

The desired candidate will also be:

- Willing to maintain the highest level of confidentiality at all times.
- Willing and able to work 8 hours a day, Monday through Friday.

Compensation

\$2,730 to 3,396 per month, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How To Apply

Interested applicants who meet the qualifications and competencies listed in this announcement are invited to apply for consideration by submitting the following:

- A completed Washington State [application](#) form;
- A letter of interest describing applicable qualifications and experience relative to the desirable qualifications and competencies for this position;
- Three professional references with current telephone numbers.

Completed application materials may be submitted to:

HumanR@drs.wa.gov - Please include the title of this position in the Subject line.

OR

Department of Retirement Systems
ATTN: Human Resources
PO Box 48380
Olympia, Washington 98504-8380
FAX: (360) 586-4225

All application materials will be screened to determine who will participate in the assessment and interview processes, which will include skills testing.

The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.